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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800340002-3

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5 February 1960

File Vital Records 6

DD/P 4/1/60

CS RECORDS MANAGEMENT MEMORANDUM NO. 3

SUBJECT : Procedures for Preparation and Maintenance of Vital Materials

REFERENCE:

25X1

1. General. The CS Records Committee has approved a recent recommendation of the IG of the Agency that CS vital materials at the Vital Materials Repository (VMR) be maintained and serviced by designated personnel of the Records Center Staff, DD/S (RCS-DDS), with special provision or exception in the case of truly sensitive CS records. The personnel of the RCS-DDS have all appropriate special clearances and now process all the sensitive records of DD/I (OCI) and DD/S.

2. Procedures. The following actions are recommended:

a. Review, purge and reestablish the vital material for which each staff or division is responsible in accordance with the criteria established in . The material currently at the VMR may be returned to headquarters temporarily to facilitate these actions. Target for completion: 1 April 1960.

b. Prepare Vital Material Deposit Schedule (Form 829), copy attached, for the holdings of each CS staff and division. Approval of such Schedules provides guidance to all concerned in the establishment of files, making deposits and in the servicing of documents in the VMR.

c. In order to record the transfer of maintenance and servicing responsibility to the RCS-DDS, Vital Material Transfer Slip (Form 620), copy attached, will be executed identifying each document or group of documents:

(1) The deposit number (upper right hand corner of Form 620) is the primary control number for material deposited at the VMR; it should contain the initials of the staff or division, the country number or branch or desk symbol (optional), the current year and the numerical sequence of the deposit. For example, the third deposit this year of vital material

(2) Proper servicing of vital documents by the RCS-DDS is dependent on identification of documents or file series shown in the vital material identification column of Form 829. Therefore, the description of material column of Form 620 must include a cross reference to the corresponding vital material item number identified on the Vital Material Deposit Schedule, Form 829.

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25X1 (3) Form 620 will be executed in quadruplicate by the originating staff or division. The yellow and blue copies with the material to be deposited will be placed in an envelope addressed to [redacted]; the pink copy may be retained by the staff or division RMO for control purposes, if desired, and the white copy may be retained by the originator as a stay back copy.

(4) Upon arrival at the VMR, the envelope will be opened, the yellow copy of Form 620 signed and returned to the originating staff or division as a receipt; the blue copy will be used as a control device by the RCS-DDS.

(5) When single documents are deposited, the date of document(s) column on Form 620 will show the date of the document involved; when a file is involved or the material covers a period of time, the inclusive dates or year will suffice. The disposition column will not be executed by CS personnel. The remarks column may be used for instructions to RCS-DDS as to replacement, destruction or other disposition of material on deposit at the VMR.

(6) Recall or destruction of documents or material can be accomplished by identifying to the Records Center Staff at the VMR the deposit number from Form 620 and description of material. Phone or memorandum directed to the VMR, [redacted] may be used to accomplish this purpose.

d. The CS will reserve one or more safes at the VMR for its truly sensitive documents. Access will be restricted to staff or division RMOs and their designated representatives only. Requests for safe space will be directed to RID/PPS via DDP/RMO.

e. Extremely sensitive documents of the CS may be processed:

(1) For deposit in the reserve safes (2.d. above), by the responsible CS component or by routing the material to RID/PPS, as provided in para. 3.b. of [redacted]

25X1 (2) By sealing such material in a second envelope with appropriate identification and placing it inside the envelope addressed to [redacted]. The second envelope will be typed or stamped with the instruction "To be opened only by personnel of [redacted] (Branch), [redacted] (Staff or Division)". In such cases, the inner envelope will be filed by the RCS-DDS with other CS staff or division deposits but will remain unopened.

25X1 Attachments:

Form 829

Form 620

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OFFICE OF ORIGIN		SECURITY CLASS.		DEPOSIT NUMBER	
DATE OF DOCUMENT(3)	DESCRIPTION OF MATERIAL			DISPOSITION	
				DATE	R
REMARKS		NO. OF DOCUMENTS	DATE RELEASED	SIGNATURE	
		NO. OF REELS	DATE RECEIVED	SIGNATURE	
		SECURITY CLASS.			

FORM NO. 620 USE PREVIOUS EDITIONS.
1 FEB 56

VITAL MATERIALS TRANSFER SLIP

(13 • 46)

OFFICE OF ORIGIN		SECURITY CLASS.		DEPOSIT NUMBER	
DATE OF DOCUMENT(S)	DESCRIPTION OF MATERIAL			DISPOSITION	
				DATE	R
REMARKS		NO. OF DOCUMENTS	DATE RELEASED	SIGNATURE	
		NO. OF REELS	DATE RECEIVED	SIGNATURE	
		SECURITY CLASS.			

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DATE OF DOCUMENT(S)	DESCRIPTION OF MATERIAL			DISPOSITION		
				DATE	R	D
REMARKS		NO. OF DOCUMENTS	DATE RELEASED	SIGNATURE		
		NO. OF REELS	DATE RECEIVED	SIGNATURE		
		SECURITY CLASS.				

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